

**BY THE ORDER OF THE COMMANDER
21ST EXPEDITIONARY MOBILITY TASK
FORCE**

**21ST EXPEDITIONARY MOBILITY TASK
FORCE INSTRUCTION 36-2802**

1 MARCH 2004



Personnel

**AIR MOBILITY OPERATIONS SUPPORT
SYSTEM RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures to provide annual recognition to outstanding military and civilian personnel assigned to the 21st Expeditionary Mobility Task Force and units subordinate to this headquarters.

1. General. The purpose of this program is to provide appropriate, timely, simple, and meaningful recognition for outstanding performance and customer support. Annually (calendar year basis) and quarterly (First Sergeant and Field Grade Officer) HQ 21 EMTF will select individuals and units for awards in the following categories:

2. Individual and Unit Awards. Specific achievements to consider are job knowledge, performance, quality initiatives, demonstrated leadership, customer service, and related training. Emphasis should be on duty performance that contributed to en route support. Personnel may be nominated provided they have an outstanding performance record and possess no negative quality force indicators. Awards should be completed on the AF Form 1206, **Nomination for Award**, IMT format. All awards mentioned in this instruction do not continue up to any higher-level award.

2.1. Outstanding Local National En Route Supporter of the Year (721 AMOG).

2.1.1. Categories. Category I – Nonsupervisory and Category II – Supervisory.

2.1.2. AF Form 1206 format and headings. AF Form 1206, front page only, with no headings.

2.1.2.1. Nomination packages should consider sustained superior performance that improves mission accomplishment.

2.2. Operating Location/Detachment of the Year (621/721 AMOGs).

2.2.1. Categories. None.

2.2.2. AF Form 1206 format and headings. AF Form 1206, front page only, with no headings.

2.2.3. Nomination packages should address accomplishments in the following areas: significant mission accomplishments/enhancements, personnel development, significant base/community involvement, and other relevant programs undertaken by the unit that improve unit morale and mission accomplishment.

2.3. Best Overall Command and Control Function (includes Air Mobility Control Center (AMCC), Mission Control Center (MCC), and Air Transportation Operations Center (ATOC)). (621/721 AMOG).

2.3.1. Categories. Best Overall Command and Control Function, Fixed Unit, and Best Overall Command and Control Function, Mobile Unit.

2.3.2. AF Form 1206 format and headings. AF Form 1206 front only.

2.3.3. For Best Overall Command and Control Function, Fixed Unit, use the following headings: Excellence in Mission Accomplishment and Impact, Controller Performance, Training Recognition for Benchmark Processes, and Additional Noteworthy Areas.

2.3.4. For Best Overall Command and Control Function, Mobile Unit, use the following headings: Excellence in Mission Accomplishments and Impact, Core Personnel Performance, Training, and Additional Noteworthy Areas.

2.3.5. Criteria.

2.3.5.1. For Best Overall Command and Control Function, Fixed Unit, nomination packages should address excellence in mission accomplishment and impact (IG results, TDY support/deployments, C2IPS reject rates, SORTS reporting accuracy, major exercises); controller performance-controller testing results (IG, SAV, unit monthly testing), letters and laudatory comments from wing leadership/outside agencies; training recognition for benchmark processes that demonstrate innovative or highly successful training procedures; and any additional noteworthy areas.

2.3.5.2. For Best Overall Command and Control Function, Mobile Unit, nomination packages should address excellence in mission accomplishment and impact (IG results, TDY mission support/deployments, reliability rates, SORTS reporting accuracy, major exercises/deployments); core personnel performance-major contributions to overall mission success, letters and laudatory comments from group/squadron leadership and outside agencies; training-recognition for processes that demonstrate innovation or highly successful training procedures; and any additional noteworthy areas.

2.4. Best Air Transportation Function (721 AMOG).

2.4.1. Categories. None.

2.4.2. AF Form 1206 format and headings. AF Form 1206, front page only, with no headings.

2.4.2.1. Nomination packages should consider quality support of passengers, to include waiting/processing areas, accurate/timely information, security, and transportation; fleet service to aircrews and passengers to include meals/beverage delivery and vehicle condition; and cargo to include accurate and timely movement, cleanliness, reliability of Materials Handling Equipment, and safety.

2.5. Best Logistics Function (621 and 721 AMOG).

2.5.1. Categories. None.

2.5.2. AF Form 1206 format and headings. AF Form 1206, front page only, with no headings.

2.5.3. Nomination packages should consider accurate, timely logistical support of aircraft. Special areas of interest are key indicators.

2.6. Best Facility Pride (621 and 721 AMOG).

2.6.1. Categories. None.

2.6.2. AF Form 1206 format and headings. AF Form 1206, front page only, with no headings.

2.6.2.1. Nomination packages should consider not only the best facilities, but improvements in facilities. Special areas of interest include self-help initiatives, maintenance cleanliness, aesthetics, and livability of facilities. Before and after photos (any size – limit 10) for support are required.

2.7. Best Reliability (721 AMOG).

2.7.1. Categories. None.

2.7.2. AF Form 1206 format and headings. AF Form 1206, front page only, with no headings.

2.7.3. Nomination packages should consider overall station departure reliability rate.

2.8. Best Mobile Deployed Unit Award (621 AMOG) (Air Mobility Element (AME), Tactical Airlift Control Element (TALCE), Mission Support Team (MST), or other Operational Support Unit).

2.8.1. Categories. None.

2.8.2. AF Form 1206 format and headings. AF Form 1206, front page only, with no headings.

2.8.3. Nomination packages should consider outstanding support to a contingency or exercise operation.

2.9. Lt Gen Edwin E. Tenoso Outstanding Unit Award (621 and 721 AMOG).

2.9.1. Categories. None.

2.9.2. AF Form 1206 format and headings. AF Form 1206, front only, with the following headings: Significant Mission Accomplishments/Enhancements, Personnel Development, Significant Base/Community Involvement, and Other Relevant Programs That Improve Unit Morale and Mission Accomplishment.

2.9.3. Nomination packages should consider sustained superior performance that improves unit morale and mission accomplishment.

2.10. First Sergeant of the Quarter (621 and 721 AMOG).

2.10.1. Categories. Only enlisted personnel in the 8F special duty identifier can compete for this awards.

2.10.2. AF Form 1206 format and headings: AF Form 1206 only, 20 lines, bullet format, with no headings.

2.10.2.1. Nomination packages should consider sustained superior performance that improves

unit morale and mission accomplishment.

2.11. Field Grade Officer of the Quarter (621 and 721 AMOG).

2.11.1. Categories. Only 04 and 05 officers not filling a commanders billet can compete for this award.

2.11.2. AF Form 1206 format and headings: AF form 1206 only, 20 lines, bullet format, with no headings.

2.11.2.1. Nomination packages should consider sustained superior performance that improves unit morale and mission accomplishment.

3. Program Responsibilities.

3.1. 621 AMOG and 721 AMOG:

3.1.1. Prepare nomination packages by respective group suspense dates. Packages will be prepared in accordance with previously annotated individual and unit criteria (paragraph 2.).

3.1.2. Suspense subordinate squadrons for individual and unit nomination packages.

3.1.3. Receives nomination packages from subordinate squadrons and forward to 21 EMTF/CCD by suspense date.

3.2. 21 EMTF/CCD:

3.2.1. Send an annual reminder NLT the first duty day of January to 621 AMOG and 721 AMOG units when nominations are due.

3.2.2. Receive nomination packages from 621 AMOG and 721 AMOG units.

3.2.3. Secure panel membership and provide nomination packages to appropriate reviewing panels.

3.2.4. Collect panel recommendations; forward the staff summary sheet package, through the Command Chief Master Sergeant and Executive Officer, to the Commander for final approval.

3.2.5. Procure and Engrave plaques for presentation.

3.3. 21 EMTF/CC:

3.3.1. Approve individual and unit award winners based upon panel recommendations.

3.3.2. Notify group/unit commanders of winners and ensure proper announcement of winners occurs.

3.4. Miscellaneous Information:

3.4.1. Nomination packages will be sent directly to 21 EMTF/CCD, 1907 E Arnold Ave, McGuire AFB NJ 08641-5613, to arrive no later than close of business on established suspense date.

3.4.2. Period of service nominations is 1 January – 31 December of the previous year. Except for First Sergeant and Field Grade Officer of the Quarter and that time period for award is: 1 Jan – 31 Mar; 1 Apr – 30 Jun; 1 Jul – 30 Sep; 1 Oct – 31 Dec.

3.4.3. Nomination packages will be prepared on the electronic version of the AF Form 1206 IMT format.

- 3.4.4. The selection panel(s) will convene the second week of February annually at HQ 21 EMTF.
- 3.4.5. Unit commanders will coordinate publicity with local Base Public Affairs Office, to include the base paper and hometown news release.

KURT A. CICHOWSKI, Brigadier General, USAF
Commander, 21st Expeditionary Mobility Task Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AMCC—Air Mobility Control Center

AMOG—Air Mobility Operations Group

ATOC—Air Transportation Operations Center

EMTF—Expeditionary Mobility Task Force

IG—Inspector General

MCC—Mission Control Center

MST—Mission Support Team

SAV—Staff Assistance Visit

SORTS—Status of Resources and Training System

TALCE—Tactical Airlift Control Element

TDY—Temporary Duty